



MEMORANDUM
JANUARY 4, 2018

TO: BOARD OF DIRECTORS

FROM: ANDY MUELLER, INCOMING GENERAL MANAGER

SUBJECT: STAFF IMPLEMENTATION OF STRATEGIC PLAN

ACTION: *Direction Only At This Time*

STRATEGIC INITIATIVE(S): *All*

In April of 2017, the Board adopted a Strategic Plan for the Colorado River District which contains 12 major strategic initiatives. As the incoming General Manager, I appreciate the effort that went into the creation of the Strategic Plan, and to intend to utilize the plan to provide focus and direction for staff members and the utilization of District resources. With leadership provided by the department heads, the staff has initiated an implementation plan intended to result in the analysis of all of our existing and future District activities through the lens of the Strategic Plan.

The staff Strategic Plan implementation plan process is outlined below:

1. Each staff member will prepare their individual Goals and Objectives Memo for 2018 which will tie each goal back to specific strategic initiatives contained in the Strategic Plan (end of January).
2. Senior staff will evaluate, modify if necessary, and approve, process and collate the staff Goals and Objectives in order to identify which of the Strategic Plan initiatives are being addressed and which are not (mid-February).
3. Senior staff will develop specific implementation plans for any initiatives which are not being adequately addressed, and evaluate the allocation of District resources being applied to each strategic initiative (mid-March).
4. The process identified in phase 2 above may also identify significant areas of current District activities which are not addressed by the current iteration of the Strategic Plan (e.g. Enterprise Asset Operation) (early-April).
5. Staff will prepare and present to Board the results of this process together with a recommendation regarding any potential modification of the Strategic Plan and/or direction with respect to the particular identified activities. (April Board Meeting).
6. Any new projects or requests for staff and/or District resources will be evaluated by the staff using the Strategic Plan as a filter before committing any staff time or other resources (ongoing).

7. All Board memos and staff reports will tie the subject of the memo and request for action to the relevant Strategic Plan initiatives (ongoing).

The goals of our implementation plan are:

1. Provide direction and focus to all staff.
2. Focus District resources on areas identified as important strategic initiatives.
3. Provide important feedback to the Board on efforts and achievements as they relate to the strategic initiatives.
4. Provide a structure for evaluating new requests for assistance and resources.
5. Provide a process and the necessary information for the Board to identify and evaluate new and/or modify existing strategic initiatives.

It is my intent that this process will be an ongoing process each year. I welcome your feedback and direction.